

01.01.01.R0.02 Development and Maintenance of University Rules and Procedures

Reviewed March 11, 2021
Next Scheduled Review: March 11, 2026



Procedure Summary

The President shall establish rules and procedures that shall be used as governance documents for Texas A&M University-Commerce. University rules and procedures supplement, and therefore cannot conflict with, policies or regulations of The Texas A&M University System.

System policies and regulations require that A&M-Commerce establish rules and procedures that are consistent with policy and regulation requirements. This procedure sets standards and responsibilities for development, review, approval, and distribution of rules and procedures that govern A&M-Commerce.

Procedures and Responsibilities

1 STANDARDS

- 1.1 The use of rules and procedures are specified in System Policy *01.0, System Policies, Regulations, and Member Rules and Procedures* and Regulation *01.01.01, Format for Policies, Regulations, Rules and Procedures*.
- 1.2 Rules and procedures represent A&M-Commerce governance documents that require compliance by administrators, employees, and agents of the university.
- 1.3 Rules and procedures are subject to review or revision at any time and are at minimum, subject to a five-year review cycle.

2 RESPONSIBILITIES

- 2.1 The President has overall responsibility for rules and procedures that govern A&M-Commerce and its off-campus sites. The President approves all rules and procedures.
- 2.2 The University Ethics and Compliance Office is responsible for the following: coordinating reviews and routing rules and procedures; maintaining the university policy website; and notifying the university community of new or revised rules and procedures.

- 2.3 The Contact Office designated for each rule or procedure shall be considered the subject matter expert for that rule or procedure. The responsibilities for new or revised rules or procedures include: developing content, maintaining accurate and current information, including links and providing interpretation. Responsibilities also include the review or revising of a rules or procedures as need, or as designated by the five-year review process.
- 2.4 The Provost and Vice President for Academic Affairs, in consultation with the Faculty Senate and the Deans Council, coordinate the development, review and routing for approval of rules and procedures affecting faculty.

2.4.1 Prior to submission to Dean's/Academic Council, draft rules and/or procedures will be reviewed by the Ethics and Compliance Office for formatting and continuity at the request of the Academic Affairs office.

- 2.5 The Vice President for Finance and Administration

New or revised Information Resource rules and/or procedures shall be reviewed and approved in accordance with system policy *29.01 Information Resources*.

3 NEW OR REVISED UNIVERSITY RULE AND PROCEDURE PROCESS

- 3.1 New or revised rules or procedures may originate from the designated Contact Office or designated committee. The University Ethics and Compliance Office routes new or revised rules or procedures as required by changes to Texas A&M System Policies and Regulations to the responsible stakeholder office(s) for review, comment or updates as needed.
- 3.2 The Contact Office shall draft the rule or procedure using the template and instructions established in System Regulation *01.01.01 Format for Policies, Regulations, Rules and Procedures*. The draft is then routed through the Contact Office's designated administrative channel for review and comment.
- 3.3 When a new or revised draft rule or procedure is received from the designated administrative channel, the University Ethics and Compliance Office will review it for content, flow and compare the draft with applicable System policies and regulation and current university rules and procedures. The Ethics and Compliance Office will then coordinate the final review and routing process. Additionally, procedures needing review for legal sufficiency will be sent to the A&M System Policy Office.
- 3.4 The University Ethics and Compliance Office routes new or revised draft rules or procedures to the Executive Leadership Team for distribution and comments. During the review process, comments made may result in additional revisions.
- 3.5 Once the University Ethics and Compliance Office receives a rule approved by the President, the rule is routed to the A&M System Policy Office for review of legal sufficiency and consistency with System Policies and Regulation, and approval by the Chancellor. Once the rule is approved by the Chancellor, it is then posted to the A&M-Commerce policies website.

3.6 Once the University Ethics and Compliance Office receives a procedure approved by the President, the procedure is posted to the A&M-Commerce policies website and distributed electronically via the university list-serve.

3.7 The University Ethics and Compliance Office will update electronic databases with the approved rule or procedure and will maintain the signed hard copy.

4 MINOR REVISION PROCESS

Minor revision to existing university rules and procedures usually originate from the Contact Office. Minor revisions include a change to the rule or procedure numbering sequence, minor grammatical edits, an addition or change to a hyperlink and a change in title or position, excluding changes in the “Procedures and Responsibilities” section.

5 REVIEW AND MAINTENANCE

The University Ethics and Compliance Office will determine a five-year review cycle of all university rules and procedures. Any new rules or procedure approved by the Chancellor or the President will be added to this rotation cycle upon implementation.

Related Statutes, Policies, or Requirements

System Policy [*01.01 System Policies, Regulations and Member Rules and Procedures*](#)

System Regulation [*01.01.01 Format for Policies, Regulations, Rules and Procedures*](#)

System Policy [*29.01 Information Resources*](#)

Suspends University Rule *01.01.01R1 Rule for Rule Development*

Suspends University Procedure *01.01.01.R1.01 Compliance Monitoring of University Rules and Procedures*

Definitions

System Policies – System policies guide the system by incorporating the board’s philosophies, expectations and priorities. System policies create administrative structures, set priorities, delegate authority, assign responsibility, ensure accountability and define reporting requirements.

System Regulations – System regulations include specific directives and reporting requirements needed to implement system policies and include interpretations where issues are not covered or are unclear in system policies. System regulations may also be used to communicate uniformed guidelines established by the chancellor on matters of overall system concern that are not

specifically addressed in system policies and to provide for uniform compliance with fiscal, academic, research, human resources and other management standards and requirements imposed from federal or state law or external administrative agency rule.

University Rules – University rules supplement system policies and regulation, when required by a policy or regulation; when directed by the board or chancellor; or for matters unique to the university at the discretion of the President. University rules shall be submitted to the System Office for review, which includes Office of General Counsel review for legal sufficiency and consistency with system policies and regulation, and final approval, by the chancellor.

University Procedures – University procedures implement system policies, regulations and university rules. University procedures may be submitted to the System Office for review, which includes Office of General Counsel review for legal sufficiency and consistency with system policies and regulations when required by system policies or regulations or at the request of the university. University procedure provide implementation instruction specific to the University.

Appendix

[Rule & Procedure Development](#)

Revision History

Approved: February 18, 2013
Revised May 27, 2014
Revised June 13, 2018

Contact Office

University Ethics and Compliance Office
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